To: Jose Fontanez
Co./Dept
Phone #
Fax # 212-907-3478
From: Pat Turner
Co.
Phone #
Fax #

FAX

(6 PAGES)

TO: Steve Christian (Miller)
Jose Fontanez (PM)
Lynette Pinto (Kraft Foods)

FROM: Pat Turner Kraft Foods - 914-335-9612 phone
914-335-7114 fax

DATE: 3/6/95

(Key West Rm)

SUBJECT: CALLE OCHO - UPDATE

We're only days away from the big event!! Following are some details I wanted to share with each of you, and ask that you pass them along to your respective groups associated with Calle Ocho.

HOTEL

Miami Airport Hilton & Towers
5101 Blue Lagoon Drive
Miami, Florida 33126
Main Number 305 262-1000

The hotel offers complimentary airport to hotel shuttle service from 6:30am - 1:00am. The shuttles circle at the airport curb on the 2nd level every 15 minutes. Just flag them down for pick-up

Attached is the most up to date rooming list I have. A confirmation number has been penciled in next to each name for your information. Rooms will be held until 6:00pm on your arrival date. They are automatically cancelled if you don't show by 6:00pm. For those of you who requested guaranteed late arrival and gave me a charge card number, your rooms will be held after 6:00pm and charged to your charge account even if you don't show.

To keep things simple with regard to handling room reservations - any additions, deletions or changes, should come through me. I will be in my office Monday, 3/6 & Tuesday, 3/7. On Wednesday, 3/8 I will be checking into the Hilton. Please contact me there.

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CENTRAL OFFICE

The Central Office will be in the KEY WEST ROOM at the hotel (this is the same as last year). The office will be open Thursday, 3/9 - Sunday, 3/12 from 9:00am - 5:00pm. A phone number for this room is unavailable at this time.

TRANSPORTATION

Limo's have been arranged to transport guests to Vizcaya on Friday evening beginning at 6:45pm through 1:30am. Guests wishing to utilize this service should sign-up in the Central Office Thursday & Friday.

A van shuttle service has been arranged for Sunday, 3/12 to transport guests to and from the hotel to Calle Ocho beginning at 7:00am and ending at 7:30pm. Sign-up sheets for shuttle service will be in the Central Office.

For those attending the Kiwanis Luncheon on Saturday, 3/11, a van has been secured to transport guests. Again, guests should sign-up in the Central Office.

WILLY CHIRINO FOUNDATION BRUNCH

Brunch will be held on Saturday, March 11 from 10:00am - 11:30am in the Cove Ballroom at the hotel. This is in honor of the Willy Chirino Foundation and its "Children Without A Country" ... to benefit Cuban exiled raft children. Guests lists from each Operating Company have been developed and invitations mailed. For those employees staying at the Miami Airport Hilton, they will either receive an invitation upon check-in or it will be left in their room.

One final note . . . .

Yvonne Kilpatrick is unable to be on-site this year, as there has been a death in her family. I will be glad to lend my assistance to each of you in her absence. Please don't hesitate to let me know how I can help you.

I look forward to seeing each of you and working together this weekend!!!

cc: Belen Abriles
Norma Trevino
Joe Cavaliere
Gina Gallovich
Gus Garcia
Randy LaCava

Pat

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